

Attach receipt(s)
to back of form



EXPENSE REIMBURSEMENT OR DONATION FORM

Item and Description*

Amount

Total

\$ _____

Receipt(s) attached: Yes No

Work Request copy attached: Yes No

Purchase Request attached: Yes No

Submitted by: _____ **Date:** _____

Approved by: _____ **Date:** _____

***Items approved and/or requested may be donated:**

Please accept my attached receipt or copy of receipt(s) for items purchased as a record of items donated to WCG for its programs and other expenses.

Donor Signature _____ Date _____

(only accounting below)

Account Breakdown:

TOTAL \$ _____

PAID: Check No. _____ Date _____

ver. 6-16

Always keep a copy of what you submit. None of us is perfect and things get lost.